

## ***Speaking to the Parks & Community Services Board***

When you feel strongly about a public issue or a local concern, the Parks & Community Services Board encourages you to share your information and thoughts. You can submit comments in writing, speak directly to the Boardmembers during Oral Communications, or provide testimony at a public hearing.

These guidelines are to help the Boardmembers hear as many different viewpoints as possible in the limited time available.

### **When You Speak to the Board -**

- Step up to the lectern or indicated place.
- Speak clearly.
- Tell the Board your name, address, and group affiliation, if applicable, for the record.
- Limit your comments to three minutes, or five minutes if you are representing the official position of a recognized organization.

### **Oral Communications**

- To speak during Oral Communications, you do not need to sign up in advance, although that is helpful. You may speak about any subject except *quasi-judicial* matters (explained below).
- To conserve time during Oral Communications, ***only three people may be permitted to speak on the same side of any particular topic.***
- The Board's role is to ***listen*** to your concerns. They will not respond directly at the meeting, but they may ask staff to research and report back on the issue.
- If possible, please provide 12 copies of any materials you intend to hand out during the meeting to the Board and staff. Written materials submitted to the Board during Oral Communications are kept in the Parks Department office, but are not typically included in the following month's minutes.

### **Public Hearings**

A public hearing offers you a formal opportunity to give your views to the Board on the subject of the hearing. When you speak during a hearing, Boardmembers, staff, and the audience will remain silent. After the last person has spoken, the hearing will be closed. The Board may then discuss the issue and will often make a decision at that time. The audience may not comment during the Board's deliberations unless a Boardmember requests more information.

- If you want to speak on the specific subject being heard during a public hearing, you must make your comment during the public hearing portion of the agenda. You will need to sign in on the sign-up sheet available shortly before the meeting begins. You will be called to speak in the order in which you sign in.
- Again, you will have three minutes to speak as an individual, or five minutes if you are representing the official position of a recognized organization. Please let the Board know at the beginning of your speech if you are speaking on behalf of such a group.
- If previous speakers have already made the comments you wish to make, feel free to simply identify yourself and indicate your agreement with what has already been said.
- You are also encouraged to submit written comments on the subject to the Parks & Community Services Department before the meeting so they can be included in the record and distributed to the Board.
- If possible, please provide 12 copies of any materials you intend to hand out during the meeting to the Board and staff. Written materials submitted to the Board during public hearings are kept in the Parks Department office, but are not typically included in the following month's minutes.